

**NUMBER**  
#24-68-02R

**DATE**  
June 20, 2024

**OF INTEREST TO**  
County and Tribal Directors  
Social Services Supervisors and  
Staff

**ACTION/DUE DATE**  
Please read updated  
information regarding  
purchasing gift cards and added  
guidance around SSIS time  
entry.

**EXPIRATION DATE**  
June 20, 2026

## Revised: Family First Prevention Services Act allocation

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### TOPIC

Announcement and parameters of the new Family First Prevention Services Act (FFPSA) allocation.

### PURPOSE

This bulletin outlines the uses, formula, reporting requirements and payment of the Prevention Services allocation.

### CONTACT

Sarah Barth, FFPSA Family Preservation Consultant  
[sarah.barth@state.mn.us](mailto:sarah.barth@state.mn.us)

### SIGNED



Tikki Brown  
Assistant Commissioner  
Children and Family Services Administration

### TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

# I. Prevention Services Allocation

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In January 2024, a new allocation will begin to support efforts related to the development and/or expansion of prevention services related to the implementation of the Family First Prevention Services Act (FFPSA). Funds will be allocated to counties and federally recognized Tribes in Minnesota to provide prevention and early intervention services. [Minnesota Statutes, section 260.014]

## A. Uses

The Prevention Services allocation can be used to support local welfare agency activities to develop and implement prevention services identified in, or related to and within, Minnesota's Title IV-E Prevention Services five-year plan.

Funds are intended for children who remain with their families, or upon return to their family, including:

- Prevention of entry into the child welfare system.
- Prevention of further involvement with the child welfare system.
- Family preservation (supports necessary to maintain children within their families).

Funds may be used to:

- Implement or expand any service or program that is included in the state's prevention plan.
  - Current services include Parents as Teachers (PAT) and Motivational Interviewing (MI).
- Implement or expand any proposed prevention service or program outlined by the department.
  - There are no current services proposed for future inclusion in the state's prevention plan.
- Implement or expand any existing prevention service, program, or activity.
  - Services or programs must be directed toward children who remain with their families or upon return to their family.
  - Services or programs do not need to be evidence-based but can be evidence- or culturally informed.
  - Services or programs may be directed towards children and families who have not entered the child welfare system to support wider prevention efforts.

Concrete supports:

- At least 10% of the allocation must be used to provide services and supports directly to families. Family may include relatives or kin that the child may be residing with (does not include foster placements).
- Concrete supports can include but are not limited to:
  - Transportation costs
  - Housing expenses
  - Clothing and other necessities
  - Gift Cards

- Providing gift cards to families is a way to fulfill the 10% direct supports for families requirement of allocation funds. Gift cards can be useful in providing necessities for families and are an approved use of this allocation. Minnesota Statutes, section 260.014, authorizes the department to allocate money to counties and Tribes for prevention services, including direct support to families. Minnesota Statutes, section 260.014 confers broad authority on the department to determine how these funds may be used, stating that “any other use approved by the commissioner” is permitted. This statement gives authority to allow counties and Tribes to use gift cards to disburse the Minn. Stat. § 260.014 funds.
- When gift cards are purchased with this allocation and distributed to families, agencies must keep an itemized inventory of the number and value of gift cards purchased, store the gift cards securely, and have two staff members initial the inventory when gift cards are distributed to families.

Funds received must not be used to supplant current county or Tribal expenditures for these purposes.

## B. Formula

The Prevention Services allocation formula for counties is calculated using the following formula:

- 60% weighted based on county child poverty rates.
- 10% weighted based on disproportionality of African American children in child protection.
- 10% weighted based on disproportionality of American Indian/Alaskan Native children in child protection.
- 20% weighted based on county in-home child protection case management numbers.
- Base: \$10,000.

The Prevention Services allocation for all Tribes are calculated using the following formula:

- Split evenly amongst all tribes who opt in.

Funds are allocated on a calendar-year basis beginning in calendar year 2024. State funds are used in this allocation, which began in state fiscal year 2024. This means that the CY2024 award will be slightly larger than future year awards. The allocation will stabilize beginning in CY2025 at \$6 million and will continue at that amount in future years.

| Calendar year | Total     |
|---------------|-----------|
| CY2024        | 7,056,000 |
| CY2025        | 6,056,000 |
| CY2026        | 6,000,000 |

## C. Reporting requirements

A county agency or a Tribe must submit a plan and report the use of the funds per statute.

### **Plan development and reporting**

Plans are required before receipt of the funds. Plan submissions are due no later than March 31, 2024, prior to the first payment. Plans are only required at the onset of the allocation and do not require yearly submission. However, a new plan must be submitted if substantial changes are made to the agency's use of the funds (e.g., a new program or use of the funds is added).

The [agency plan](#) updates must be submitted to [Sarah.Barth@state.mn.us](mailto:Sarah.Barth@state.mn.us) on an as needed basis

### **Fiscal reporting**

#### *County agencies*

Counties will report quarterly on the SEAGR report using BRASS code 103 with sub-service code 405 (Prevention Services allocation). This sub-service code is available for use with Service Codes:

- 100-Child Welfare (General)
- 101 Parent Support Outreach
- 110-Child Protective Services
- 120-Early Intervention: Infants & Toddlers with Disabilities

The sub-service code 405 can be utilized with workgroup types:

- No workgroup required
- Intake
- Assessment
- Open workgroups

It is to be utilized in accordance with local child welfare agency's FFPSA prevention services allocation plan. Payments will be made based on submissions made through this report but will not exceed 25% of the agency's total allocation per quarter.

#### *Tribal agencies*

Tribes will report quarterly through an invoice form (to be shared in a separate communication). Due dates for submission of invoices:

- April 31
- July 31
- Oct. 30
- Jan. 31

Payments will be issued based on invoice receipt but will not exceed 25% of the agency's total allocation per quarter.

## D. Payments

Payments will be issued quarterly based on SEAGR or tribal invoice form submissions. Quarterly payments will not exceed 25% of an agency's total allocation. Payments will be issued at the following increments:

- May 15.
- Aug. 15.
- Nov. 15.
- Feb. 15.

Payments will have the following Invoice Field Code (IFC): 71.FFPSAALLOCAT05.STATE

Unused funds will remain in the fund.

## Award amounts

County awards will be posted on PartnerLink under [Fiscal Reporting and Accounting](#).

The department will reach out individually to tribes with award amounts and further information regarding invoicing.

## Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling 651-431-4660 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.